

United States Department of the Interior  
Bureau of Land Management  
Colorado State Office  
2850 Youngfield Street  
Lakewood, Colorado 80215  
December 23, 2003

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EMS Transmission 12/23/2003  
Instruction Memorandum No. CO-2004-020  
Expires: 09/30/2005

To: All Colorado Employees  
From: State Director, Colorado  
Subject: Colorado's Policy on EEO and Affirmative Employment

**Purpose:** This Instruction Memorandum (IM) implements the attached State policy for BLM employees on the above-referenced subject.

**Time Frame:** For immediate implementation.

Managers are to post a copy of this policy in a central location in their respective Offices (Center/Field Office). The Instruction Memorandum referenced herein will also be posted on our home page.

**Contact:** If you have any questions regarding the attached policy, please contact Enrico D. David, Equal Employment Manager, on 303.239.3616.

Signed by  
Douglas M. Koza  
Acting State Director

Authenticated by  
Don Snow  
EMS Operator

**POLICY STATEMENT ON EEO AND AFFIRMATIVE EMPLOYMENT**  
**Bureau of Land Management – Colorado**

It is the policy of the Bureau of Land Management in Colorado to provide equal employment opportunity (EEO) to all persons, by prohibiting discrimination in employment because of race, color, religion, national origin, sex, age, disability, reprisal or sexual orientation, and by promoting EEO through a continuing affirmative employment program.

BLM-Colorado is unequivocal in its opposition to all forms of discrimination. We are committed to following EEO laws and their application to all employment matters including, but not limited to, recruitment, hiring, training assignments, promotions, transfers, discipline and employee benefits and privileges.

The goal of BLM-Colorado is to establish an environment of equal opportunity, with women and minority employees appropriately represented at all grade levels, in all employment categories, and in supervisory and managerial positions. This policy of EEO will be pursued in every aspect of Colorado's employment and staffing practices.

BLM-Colorado expects its managers and employees to treat one another with dignity, respect and understanding of our diversity. Each of us, in accordance with the laws of this nation, must not practice or tolerate discrimination of any kind.

It is the responsibility of managers and supervisors at all levels to be sensitive to EEO principles in Colorado recruitments and personnel management decisions, and to be fair and equitable in protecting the rights of employees and applicants. In identifying the knowledge, skills and abilities of candidates for Colorado positions, managers and supervisors are to be especially mindful of the Bureau's Special Emphasis Programs, Affirmative Employment Plan, and Federal Equal Opportunity Recruitment Program Plan, in order to take advantage of opportunities to hire, professionally develop, and advance women and minorities.

Managers and supervisors shall be alert to workplace issues which might result in allegations of discrimination. When discrimination is alleged, it is the policy of BLM- Colorado to attempt to resolve the matter in a prompt and equitable manner, at the lowest possible level.

All managers and supervisors share in the responsibility of successfully implementing the EEO and Affirmative Employment Programs in BLM-Colorado. Equal employment opportunity will be taken into account in the performance appraisals of managers and supervisors. Your continuing cooperation and dedication to equal access to employment and advancement opportunities are vital to our success.

s/ Ron Wenker  
State Director

December 23, 2003  
Date

## **POLICY STATEMENT ON SEXUAL HARASSMENT**

### **Bureau of Land Management - Colorado**

The Bureau of Land Management in Colorado is committed to providing a work environment free of sexual harassment and inappropriate sexual conduct. Our workplace must be one in which all employees are treated with dignity and respect by supervisors, subordinates, and co-workers. There is no place in our work environment for sexually intimidating, threatening, or coercive behavior.

Sexual harassment is improper and/or unlawful conduct that undermines the employment relationship as well as employee morale. Examples of such harassment include, but are not limited to, the following:

- Making or threatening to make employment decisions based on the employee's submission to or rejection of sexual advances or requests for sexual favors.
- Deliberate or repeated unsolicited remarks with a sexual connotation or physical contacts of a sexual nature that are unwelcome to the recipient.
- A sustained hostile and abusive work environment so severe and pervasive that it interferes with or changes the conditions of one's employment.

Employees who engage in sexual harassment will be subject to disciplinary action, up to and including removal.

If an employee engages in inappropriate conduct in the workplace, it may also violate the standards of conduct in the federal government. Disciplinary action may result even if the conduct is not sexual harassment under the law.

All managers and supervisors are responsible for preventing sexual harassment in the workplace, and must respond promptly when they learn of any conduct that may constitute sexual harassment. Managers and supervisors must see that a prompt and thorough investigation of the conduct takes place. If sexual harassment is found, they must take prompt and appropriate remedial action. BLM-Colorado owes its employees a safe and productive workplace, and will tolerate nothing less.

BLM-Colorado employees who believe they are the victims of sexual harassment or inappropriate sexually-based conduct, or who have witnessed inappropriate conduct of a sexual nature, should bring the situation to the attention of a manager, supervisor, an Equal Employment Opportunity (EEO) officer, or the Human Resources Personnel Officer, as appropriate.

In addition, employees can seek relief through the Equal Employment Opportunity (EEO) complaint process. In this case, you must contact an EEO counselor within 45 days of the act(s) giving rise to your claim in order to preserve your rights under federal law. You may choose to be anonymous, when seeking assistance from an EEO counselor.

You may also report any possible criminal misconduct to the BLM-Colorado Law Enforcement Staff Officers and/or the local police authorities.

Retaliation against employees who raise a claim of sexual harassment, report inappropriate conduct, or provide evidence in any investigation is illegal and can result in disciplinary action.

Allegations or charges of such behavior will be investigated speedily, thoroughly and responsibly, preserving the rights of all parties. Confidentiality will be maintained to the fullest extent possible. If sexual harassment is found, prompt and appropriate remedial action will be taken.

Prevention is the best tool for eliminating sexual harassment. To that end, BLM-Colorado will continue to affirmatively raise the subject of sexual harassment, express strong disapproval of it, and develop methods to sensitize all concerned. It is the right and responsibility of every BLM-Colorado employee to learn about the subject of sexual harassment, because the only way to achieve a workplace free of such harassment is to make sure everyone knows what sexual harassment is, which workplace behaviors to avoid, and what to do when inappropriate conduct or sexual harassment in fact occurs.

BLM-Colorado will not tolerate sexual harassment, any inappropriate sexual conduct, or reprisal in the workplace.

s/ Ron Wenker  
State Director

December 8, 2003  
Date